## WELLESLEY WETLANDS PROTECTION COMMITTEE APPLICANT'S CHECKLIST FOR SUBMISSION OF A NOTICE OF INTENT ("NOI")

Α.	USE THE FOLLOWING FORMS AND INFORMATION:
	<ul> <li>Notice of Intent Form (WPA Form 3 − NOI A (Wellesley's shortened version, rev. 8/08/07)</li> <li>Wetlands Fee Transmittal Form (part of 3/20/07 NOI A)</li> </ul>
	☐ Instructions for Completing Application and Supporting Materials for Notice of Intent (8/08/07) ☐ Abutter Notification Form (4/10/07) ☐ Affiliation Form (5/04/07)
	Affidavit of Service Form (5/24/07)  List of abutters and assessors map (the NRC secretary will prepare this for you prior to filing)  Assessor's Map and Parcel numbers; Norfolk Registry of Deeds book and page numbers  Locus Map (may be obtained from NRC secretary)  Plans and supporting information (details depend upon the site and the scope of the project)  Request for Waiver of Time Requirement (if NOI filed more than 21 days before scheduled meeting)  Request for Wetlands Regulations Waiver (Wellesley form, use if needed)  Stormwater Management Form (not required for single family house lots)
	Many of the above forms have been modified for use in Wellesley and can be picked up at the NRC Office (Lower Level, Town Hall) or downloaded from the Wetlands Protection Committee's website: <a href="http://wellesleyma.virtualtownhall.net/Pages/WellesleyMA_NRC/wetlands/index">http://wellesleyma.virtualtownhall.net/Pages/WellesleyMA_NRC/wetlands/index</a>
B.	PREPARE THE NOI APPLICATION PACKAGE AS FOLLOWS:    Following the Instructions for Completing Application for NOI (referenced above), fill out form   Complete the Wetland Fee Transmittal Form   Prepare three checks for the filing fees, as follows:   State portion of Wetlands Protection Act fee, made out to "Commonwealth of Massachusetts 2. Town portion of Wetlands Protection Act fee, made out to "Town of Wellesley"   3. Town Bylaw fee, made out to "Town of Wellesley," noting "bylaw fee"   Mail one copy of the Wetland Fee Transmittal Form, with state check, to:   Department of Environmental Protection, Box 4062, Boston, MA 02211   Fill out Abutter Notification form and mail to each abutter, by   Certified Mail, Return Receipt Requested, or   2. Hand delivery, with a signed acknowledgement of their receipt (to submit at the hearing)   Fill out and sign Affidavit of Service form   Mark project site on Locus Map
C.	MAKE NINE (9) COPIES OF THE APPLICATION PACKAGE, INCLUDING THE FOLLOWING:  Notice of Intent Form, completed and signed  Wetland Fee Transmittal form and photocopies of three application fee checks  Cover letter, including project narrative  Plans and supporting information and documents  Copy of completed Abutter Notification form and Affidavit of Service form  Abutter List and Assessor's Map  Locus Map
D.	MAIL/HAND-DELIVER APPLICATION PACKAGE BY FILING DEADLINE (LISTED ON WEBSITE):  ☐ Seven (7) copies (original and six copies) of completed application package, including Wellesley application checks (State and Bylaw), to the Wetlands Protection Committee, Town Hall  ☐ One (1) copy of the application package to the DEP Northeast Region, 205 B Lowell Street, Wilmington, MA 01887.  ☐ Keep one (1) copy for your files.
E.	<u>HEARING DATE AND TIME</u> : Hearings are held once every three weeks. After your application has been received, you will be mailed a notification of your hearing's date and time. A legal notice will appear in the Wellesley Townsman at least one week prior to your hearing. You (or your representative) should plan to attend the hearing to explain your proposal to the Committee.
F.	FOR ADDITIONAL INFORMATION, please visit the Wetlands Protection Committee's website at: <a href="http://wellesleyma.virtualtownhall.net/Pages/WellesleyMA_NRC/wetlands/index">http://wellesleyma.virtualtownhall.net/Pages/WellesleyMA_NRC/wetlands/index</a> , email the Wetlands Administrator at <a href="mailto:jpierce@wellesleyma.gov">jpierce@wellesleyma.gov</a> , or call 781-431-1019, x2294.